

**SECRET**

21 JUN 1965

**MEMORANDUM FOR:** Director of Personnel

**SUBJECT:** Transfer of Personal Property Section of the Passenger Movement Branch from Office of Logistics to Office of Personnel

1. I regret that I cannot concur in your memorandum dated 7 May 1965, subject as above, addressed to the Deputy Director for Support through me.

2. You will recall that we discussed the proposal to consolidate the Passenger Movement Branch of Transportation Division with the Central Processing Branch, either by absorbing the latter or by transferring the former. Our intent here was efficiency, economy, and better service to the traveler. My personal experience in two PCS processings under the existing system, added to evidence from employees recently processed for overseas, pointed to the need to eliminate the additional contact necessary to arrange for HME and POV shipment and storage. Over the years we have become so specialized that the traveler must have separate appointments (generally on separate days) to speak to transportation, personnel, and finance representatives in Central Processing, and must then see the Passenger Movement Branch in Quarters Eye for shipment and storage arrangements, Security for counter-radio briefing in Alcott Hall, Security in Headquarters Building (but not in Central Processing) for debriefing, Central Cover for a cover briefing, the Pentagon for passports, the Office of Medical Services at 1000 Glabe Road for immunization of dependents and, of course, the Area Division Personnel Office. We believe that at least the shipment and storage of HME and POV's could be handled by the transportation representative in Central Processing with perhaps some increase in personnel and some additional training.

3. You have agreed to the transfer provided you are given additional office space in the Headquarters Building and contiguous to Central Processing. I cannot concur in this. The Director of Medical Services states that his operation would be impaired by giving up the approximate 350 square feet required (Attachment). The Chief, Logistics Services Division, knows of no other rearrangement of space at the Headquarters Building which would meet the requirement.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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4. From my own observations and experience and discussions with travelers processing for overseas, both PCS and TDY, I am convinced that nothing will be lost, in fact there will be a net gain, in locating the entire Central Processing activity in the new Rosslyn space. The following facts are submitted:

- a. Twenty percent of the Agency's headquarters area strength will be in Rosslyn.
- b. Additional people, TSD, will be located at 2430 E Street and will therefore find Rosslyn more convenient than Langley.
- c. Rosslyn will be more convenient to most personnel here in Washington on TDY, or in temporary quarters enroute overseas.
- d. Rosslyn will be most convenient to the new medical facility to be located there.
- e. Rosslyn will be most convenient for the counter-audio briefing since that staff will be located in Rosslyn.
- f. The Office of Finance is located in Rosslyn and can therefore handle advances and other financial arrangements without difficulty.

5. On balance, I believe that there would be a net gain in locating in a single Rosslyn building:

- a. Central Processing Group
- b. Passenger Movement Group
- c. Security Technical Group
- d. Medical Services Group

Of these, b., c., and d. will be located in Rosslyn in any case.

Langley. Also, many employees processing for overseas are in language training at Arlington Towers. These people will be well served by having Central Processing in Rosslyn.

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7. You will note that I have focused mainly on PCS travel processing. This is when the traveler needs the most assistance. For TDY travel, which constitutes the bulk of travel, usually only the transportation and personnel functions are involved. I believe that this contact with Central Processing could be by telephone or courier in many cases. Alternatively, a small TDY travel bureau concerned solely with [REDACTED] passports, and travel tickets could be retained at the Headquarters Building.

8. Finally, the space occupied by Central Processing in the Headquarters Building is most inadequate. It is crowded and there is no privacy.

9. The information imparted by the various functional representatives in Central Processing does not require great specialization. The finance representative reminds the individual about insurance, payroll deductions, field allotments, bank accounts, per diem allowance, etc. The transportation representative assists in working out air itinerary, makes reservations and secures tickets. The personnel representative arranges for passports, ID cards, etc. We see no reason why this specialization need continue and would have proposed to handle each traveler on a Central Processing case-officer basis had we ended up with the facility. I do not contend that there would necessarily be savings in personnel but the service would be better. As it is now, the traveler must have separate appointments and usually has to wait for each one. It is this that has led so many senior travelers to use the OSA travel agent for TDY travel.

10. I would appreciate your views on these thoughts at your convenience.

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**ALAN M. WARFIELD** *AWF*  
Director of Logistics

Attachment:

Memo for D/L from D/MS  
dated 7 June 1965

cc: EO-ED/S

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